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FILE

*Meetings
(minutes)
JH
gfk*

MINUTES

DD/S STAFF MEETING

28 July 1970

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2. Air Conditioning Problem

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[] reviewed the situation. Early Monday morning a blade in the fan on Cooling Tower No. 2 sheared off, causing other blades to shear. The resulting vibration caused partial collapse of the tower. No. 1 Cooling Tower showed structural fault; it and the other two were cut off for further check and repairs. On Monday, only the air in the building was being circulated. By 1:30 p.m. Tuesday, three fans were back in operation. Work was continuing on Tower No. 2 with estimated completion in 5-6 days.

Mr. Bannerman mentioned that months ago we began negotiations for an engineering survey of services equipment in the building. The building is now ten years old and it was felt that such a survey was necessary to detect any faults in the equipment. The survey will start very soon.

3. Problem Solving Seminar #5

The DD/S considered this a successful seminar, reporting sound and practical recommendations all of which he approved. Group #5 will continue as a body to assist in implementing the recommendations. Copies of the Report were sent to Office Heads. Mr. Bannerman stated that he could meet with the Office Heads at a later date to discuss their reactions.

4. R and D Program FY 1973-76

Mr. Bannerman discussed the 21 July meeting with the Deputies on this subject. Our past efforts in the R&D field have been concerned largely with

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specific improvements in operational techniques. Our effort now is to enlarge the horizons by taking a look at the on-going functions and determining where technology can be further applied.

A memo from DD/S to Support Offices on "The Role of Technology in Planning for the Future" was handed out. This memo requests identification of problem areas where application of technology might aid in their solution. Office Heads are asked to submit replies to the DD/S through [] the Directorate representative to the R&D Board.

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[] spoke to the meeting on some kinds of things for consideration:

- OC - facsimile transmission
- OS - Audio countermeasures
- OMS - Automated medical records?
Computerized diagnostics?
- OL - Space
- OTR - Selection of best people for future management
- OP - Records problems; selection of leaders
- OF - Statistical auditing

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[] sees possibilities in all areas of DDS. He will be in touch with the Office Heads.

Mr. Bannerman feels that many Agency elements are working on the subject of Human Behavior while OP is concerned with the selection of personnel. It would be beneficial, then, to get all these elements together to generate new ideas for application.

D/OTR suggested OTR sponsored seminars on R&D problems for centralized discussion by interested parties. Mr. Cunningham added that he can see an Intelligence Technology Course down the road.

Mr. Bannerman asked Mr. Cunningham to structure a seminar approach to the subject.

5. Retiree Benefits

UBLIC -- Presently, a retiree's policy is reduced to \$5,000 at time of retirement. It is now the plan -- about mid-1971 when the reserves have reached the necessary level -- to permit a retiree to retain the full face amount between

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50-60 at the same premium, and between 60-65 at an increased premium. In both instances, to retain their full coverage the retirees must have been in the program for 10 years. After age 65, the policy will reduce to \$5,000 face amount, paid-up.

Federal Tax Withholding -- Instead of a flat 20 percent, OF will deduct federal tax on the lump sum payments in the amount estimated by the employee that reflects his tax obligation. This is beneficial to those retiring early in the calendar year.

Credit Union -- Changes have already been made to permit retirees to participate fully in purchase of shares and distribution of income. Further, retirees may now borrow to the extent of their share holdings and such loans will be insured. The unpledged share balance must be \$100 or more at the time of dividend declaration following their retirement.

6. Around the Table

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[REDACTED]

Re Retirement Pay: It may be true that the first CSR check is delayed as much as three months. There is no delay in CIARDS payments nor in the terminal payments due under either system. OF can and has made advanced payments pending annuity receipt.

Mr. Cunningham

Asked Mr. Wattles for figures on employees who began with the Agency in 1947 as of 1 August 1970 and September 1972.

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[REDACTED]

Stated he will distribute to the Offices a monthly list of retirees.

Dr. Tietjen

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[REDACTED] has returned from Training and is assigned to the Clinical Division. [REDACTED] has been assigned to [REDACTED]

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Mr. Bannerman

Saturday, 1 August, is the second running of the DDS Spouse Visits. One session at 1030; 380 expected. Office Head or Deputy to attend with wives.

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[] Reports

DD/S will meet with Office Heads Tuesday, 4 August. (Time subsequently changed from 1400 to 1030).

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Thanked [] for his many services and expressed regret at his departure.

[]
Support Operations Staff/DDS

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